# Approved For Release 2001/09/03: CIA-RDP79-01147A000300060003-7

#### Editorial Section

### Editorial Supervisor

- 1. Acts as assistant to the Editor-in-Chief and assumes the latter's duties in his absence.
- 2. Corries out editorial duties on any chapter of JANIS as need arises and when assigned by the Editor-in-Chief.
- 9. Edits Chapter I (Brief) of JANIS and prepares it for publication, selecting such figures as will be used therein, and preparing specifications for the Graphic Section for their reproduction.

Incumbent - Dr. Peveril Meigs. (7 1/4 19 1905)

JCS Declassification/Release Instructions on File

#### Editorial Section

#### Editor for Chapter II (Military Geography)

- Maintains limison with the contributing agency in order to assist them
  in preparing their material in accordance with the adopted editorial
  standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbrevations, symbols, etc. Makes corrections to and changes in text by preofreaders marks.
- 4. Selects photos and maps from those submitted for all shapters for use in his own, prepares specifications for the Graphic Section covering shanges or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Mames.
- 8. Prepares a Table of Contents for his chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Major Herbert Rasche, A.C.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

# Approved For Release 2001/09/03: CIA-RDP 79-01 144 A0003000000003-7

## Editor for Chapter III (Oceanography)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section sovering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 5. Prepares a Table of Contents for his chapter.
- 9. Mumbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Resommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- Answers proofreader's queries on galley and page proofs, and shecks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Insumbent - Lt. Comdr. D. J. Clinton, USNR.

This document is part of an integrated file. It separated from the file it must be subjected to individual systematic review.

## Approved For Expension Select RURZ 91944 PAUTO 56989099817)

#### Editorial Section

## Phitor for Chapter IV (3) (Coasts and Landing Beaches)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Otide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbregiations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for allchapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, solers to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Mumbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- lh. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Insumbents - Dr. C.F.S.Sharpe, Mr. R.O. Levens, Sq. Leader R.D.Guest, RAF.

This document is part of an integrated tile. It separated from the file it meet be makingleted to individual systematic review.

# Approved For Release 1964/AND Shank - ABST 1964 144 ABST 1964 ABST

#### Editor for Chapter V ( Climate and Meteorology)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his ewn, prepares specifications for the Graphic Section severing changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure planement.
- 7. Corrects spelling of all place names in text and figures in ascordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 1h. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Lt. (jg) Louis O. Quam, USMR.

This document is part of an integrated file. If asparated from the file it must be subjected to individual systematic review.

# Approved For Release 2001/09/03: CIA-RDP79-01147A000300060003-7

### Editor for Chapter VI (2) (Port Facilities)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Cheeks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JAMIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for allfigures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JAMIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- là. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbents - Corporal Wallace Werble, Mr. F.F.Grant.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

# Approved For Recession 1/09/63: CIA RDR79-01447 Approved For Recession 1/09/63

#### Editorial Section

### Editor for Chapter VII ( Transportation and Communications)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in assordance with decisions of the Board on Geographic Names.
- 6. Prepares a Table of Contents forhis chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Mits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Resommends improvements in or additions to JANES editorial standards.
- 13. Answerse proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Dr. Milton Crane.

This document is part of an integrated file. It separated from the tile it must be subjected to individual systematic review,

#### Editorial Section

## Editor for Chapter VIII (Cities and Towns)

- Maintains limison with the contributing agency in order to assist them
  in preparing their material in accordance with the adopted editorial
  standards of JANIS.
- 2. Cheeks all incoming material for the assigned chapter.
- 3. Edits text of assigned thapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity, and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of mproduction, colors to be used, etc.
- 5. Prepages captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 3. Prepares a Table of Contents for his chapter.
- 9. Numbers allpages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide forhis chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 1h. Aids in editorial work on other shapters as assigned by Editor-in-Chief.

Incumbent - Dr. Milton Crane.

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review,

# Approved For Release 200 1/0910 5 101A-RE-1/2011 121/ADDR 2000 60908)7

# Editor for Chapter IX (2) (Resources and Trade)

- 1. Maintains lisison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofresders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares eaptions forall figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in ascordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Mumbers all pages of edited text consecutively and stamps each page with JANIS number and security elassification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Resommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Resonmends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and cheeks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbents - Captain B.E.Grant, A.C., and Mr. L. Constance.

This document is part of an integrated file. It separated from the file it must be subjected to individual systematic review,

# Approved it Restails 2001 pur Beach Amare 60 244 72 Toos 60 64403-7

#### Editorial Section

### Editor for Chapter X (People and Government)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- J. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Heys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table ofContents for his chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- lk. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Mrs. Beryl Wisman.

This decument is part of an integrated file. It separated from the file it must be subjected to individual systematic review.

#### Editorial Section

## Maitor for Charter XI (Health and Sanitation)

- Maintains liaison with the contributing agency in order to assist them
  in preparing their material in accordance with the adopted editorial
  standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- b. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section severing changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure planement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Foard on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Mumbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Resonmends changes in the Cutline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text sontinuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.
- 15. Handles all matters dealing with decisions on geographic names by the Board on Geographic Names.
- 16. Prepares Lists of Effective Pages.

Insumbent - Ensign Betty B. MacMillan, USAR.

This document is port of an integrated file. If separated from the file it must be subjected to individual systematic review.

# Approved For Release 200 109705 Cha-REP79-01 747 Aug 6300060008-7

### Editor for Chapter XII (Defenses)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in ascordance with the adopted editorial standards of JANIS.
- 2. Cheeks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by preofreaders marks.
- b. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANES editorial standards.
- 13. Answers proofreader's queries on galley and pageproofs, and checks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Insumbent - Captain Lymn Lynn, A.C.

This document is part of an integrated file. If separated from the file it must be aubjected to individual systematic review.

# Approved For Release 2007/09/03 : CIA-RUP79-01/14/A0003000600003-7

### Editor for Chapter XIII ( Nevel Facilities)

- 1. Maintains limison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Cheeks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other shapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- b. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering shanges or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all placenames in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Mumbers all pages of edited text consecutively and stemps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, &c.
- là. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Captain Lymn Lynn, A.C.

This document is part of an integrated file. It separated from the file it must be subjected to individual systematic review.

# Job Specification Sheet (Revised 2h stoker 19hh) Approved For Release 2001/09/03: CIA-RDP79-01147A000300060003-7

## Editor for Chapter XIV (Air Facilities)

- Maintains limison with the contributing agency in order to assist them
  in preparing their material in accordance with the adopted editorial
  standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, solors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 3. Prepares a Tableof Contents forhis chapter.
- 9. Mumbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and cheeks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.
- 15. Maintains a record of all errata and changes in published JANIS and prepares them for publication.

Incumbent - Captain Lyman Lynn, A.C.

This document is part of an integrated file. It separated from the tile it must be subjected to Individual systematic review.

# Approved For Release 200 1/09/03 CIA RD 79% 744 74000300 000003-7

### Editorial Assistant

- 1. Assists editors in checking tabulations, figures, spelling of place names, references, etc.
- 2. Assists in whatever editorial work is assigned by the Editor-in-Chief, to insure the making of chapter deadlines.
- Maintains the editorial library of charts, plans and figures and supplies the editor with these as needed.
- 4. Secures for the editors such reference material, from the contributor or other agencies, as they may require.
- 5. Under the supervision of editors, sheeks dummy make-up for proper figure placement, proper text continuity, etc.

Incumbent - Miss E. L. Watkins.

This document is part of an integrated file. It separated from the file it must be subjected to individual systematic review.

### Editorial Section

### **Mitorial Secretary**

- 1. Assists Editor-in-Chief in whatever duties assigned.
- 2. Maintains all editorial files.
  - 3. Prepares from dictation all editorial memoranda.
  - A. logs in all JANES material and maintains complete records thereof. .
  - 5. Maintains a general progress report on all JANIS work, including officerial, graphic, and reproduction.
  - 6. Maintains a progress report on JANIS work in preparation by the contributing agencies.
  - 7. Assists in the preparation of errata and changes for published JANIS.
- & Performs all stemographic work and typing for the editorial section.

Incumbent - Mrs. Ann F. Cooper

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.